

11/12/1990

CONSTITUTION
AND
REGULATIONS

OF THE COUNCIL
OF

The House of Education,
The Practising School
and
The Parents' Union School,
Ambleside,

SHORTLY CALLED

"THE AMBLESIDE
COUNCIL."

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Constitution and Regulations.

I.

Whereas by the Will of Miss Charlotte Shaw Mason, who died on January 16th, 1923, and whose Will was proved on June 5th, 1923, the business of carrying on and managing the House of Education, the Practising School and the Parents' Union School, founded and established by Miss Mason, is assigned to a Council (hereinafter called "The Ambleside Council,") the first members whereof are appointed by Clause 7 of the said Will, We, the present members of the Council thus brought into being, in accordance with the powers thus entrusted to us " to make rules and regulations for the conduct of their business " do make the regulations following :—

Instrument of Establishment.

- (i) The Council shall consist of not more than twenty members.

Constitution of the Council.

- (ii) The first members of the Council are :—

- | | | |
|---|---|-----------------------------|
| (Harry Boyd, Esq.), <i>resigned</i> . | } | Trustees appointed by Will. |
| The Hon. Mrs. Franklin. | | |
| Miss Elsie Kitching. | | |
| The Rev. Frank Lewis. | | |
| Miss E. A. Parish. | | |
| (The Rev. Canon H. Rawnsley,) <i>deceased</i> . | | |
| (Gordon Wordsworth, Esq.), <i>resigned</i> . | | |
| Miss F. C. A. Williams. | } | Nominated by Will. |
| Lady Campbell. | | |
| Dr. Helen Webb. | | |
| H. W. Household, Esq. | | |
| Willingham Rawnsley, Esq. | | |
| Mrs. Clement Parsons. | } | Appointed by the Trustees. |
| The Rev. H. Costley-White. | | |
| Mrs. Esslemont, O.B.E. | } | Co-opted. |
| Mrs. Arnold Forster. | | |
| Mr. Theodore Fyfe. | | |
| Mrs. Gibson, J.P. | | |
| The Hon. Geoffrey Hope-Morley. | | |
| Miss Pennethorne (as long as she remains Organising Secretary of the P.N.E.U.). | | |
| Mr. Telford Petrie. | | |
| Mr. Vincent Ranger. | | |

Management
of Institutions
in relation to
Trustees.

- (iii) All other members of the Council shall be co-opted.
- (iv) The goodwill, house, grounds, premises and property being vested in Trustees, "upon Trust to permit the Council to use the same for the purpose" named in the Will; or, the same goodwill, house, etc., etc., having been transferred to a Company at any future time at the discretion of the Trustees as authorised by Clause 15 of the Will; the Council shall use the same, and shall also use all profits arising from the same, after the Trustees or the said Company have fulfilled their obligations for the reduction of charges or mortgage on the property or for the benefit of the said Institutions, according as in its discretion it shall think fit. The powers of the Council in this respect are as stated in Clauses 6 to 19 inclusive of Miss Mason's Will.
- (v) The Council shall formulate a scheme in conjunction with the Trustees, whereby the disposal of the funds arising from the Trust for the use of the Institutions, and the maintenance and improvement of the estate for the benefit of the Institutions, may most effectively be achieved.

II.

Chairman of
Council.

- (i) The Council shall elect one of its members as Chairman. The Chairman shall hold office for one year, but shall be eligible for re-election.

Secretary of
Council.

- (ii) The Council shall either (a) elect one of its members as Secretary (unpaid), who shall hold office for one year and shall be eligible for re-election, or (b) appoint a Secretary, not being a member of Council, at a salary and on such terms as it shall determine. The Secretary shall keep the Minutes of the proceedings and resolutions of the Council, summon meetings and prepare the Agenda.

No payments

- (iii) No member of the Council shall receive any payment or emolument as such; but all expenses incurred by a member on behalf of the Council and authorised by the Council shall be refunded.

- (iv) The Council shall meet at least twice a year. Third class travelling expenses to such meetings, whether held in London, Ambleside, or elsewhere, shall be paid to members on application, if funds permit. Meetings of Council.
- (v) Notice of meetings of the Council shall be sent to members at least 14 days previous to date, together with the Agenda for that meeting. No opposed matter not appearing on the Agenda shall be discussed at any such meeting. Business.
- (vi) At any meeting of the Council seven shall form a quorum. Quorum.
- (vii) Each member of Council shall have one vote, but in case of equality of votes, the Chairman shall have a second or casting vote. Voting.
- (viii) At any meeting of the Council, in the absence of the Chairman, the member selected by the Meeting shall act as Chairman. Temporary Chairman.

III.

- (i) The Council shall appoint the Principal of the House of Education. The first Principal shall be Miss E. A. Parish, who shall hold office on the terms appointed by Miss Mason's Will. All subsequent Principals (who must hold a certificate of the House of Education) shall be appointed on such conditions as the Council shall determine. Principal of the House of Education.
- (ii) The Council shall appoint a Director of the Parents' Union School. The first Director shall be Miss Elsie Kitching who shall hold office on the terms appointed by Miss Mason's Will. All subsequent Directors shall be appointed on such conditions as the Council shall determine. Director of P.U.S.
- (iii) The Council, in conjunction with the Principal, shall appoint a Headmistress (who must hold a certificate of the House of Education) of the Practising School who shall hold office on such conditions as the Council shall determine. Headmistress of the Practising School.

Bursar or
Financial
Secretary.

- (iv) The Council shall direct the Principal of the House of Education to appoint a Bursar or Financial Secretary who shall assist the Principal in keeping all the accounts connected with all the Institutions managed by the Council at Ambleside. A statement of accounts shall be presented by the Principal to the Council whenever called for, and at least once every year. The person appointed as Bursar by the Principal may be dismissed by her at one term's notice either at her own discretion (in which case the Principal shall at once report her action to the Council), or if required by the Council.

IV.

Duties of the
Principal.

- (i) *Subject to the direction of the Council* the Principal shall have authority over the whole of the educational and domestic establishments maintained by the Ambleside Council; she shall appoint and dismiss her assistants (reporting such dismissal at once to the Council) and the indoor and out-door domestic staff; she shall have control over the arrangement of classes, choice of books and generally over the organisation, management and discipline of the House of Education; she shall admit (and, if necessary, dismiss) students to the House of Education, and shall submit a system of admission for the approval of the Council.
- (ii) The Principal shall make an annual report to the Council upon the work and administration of the Institutions, and of the numbers of assistants and pupils, and of the domestic staff.
- (iii) The Principal shall utilise such means and act according to such regulations as may from time to time be devised by her and approved by the Council for placing students in posts on leaving the College, at a salary approved by the Council.
- (iv) The Principal shall not admit any student at a smaller fee than that authorised by the Council without previously obtaining the sanction of the Council.
- (v) The Principal shall admit, or reject, candidates for admission to the Practising School, at such fees only as are authorised by the Council.

- (vi) *Subject to the direction of the Council* the Director of the Parents' Union School shall control entirely the work of the School, appoint examiners, select books, and arrange the curriculum. In conjunction with the Principal she shall arrange for, and she herself shall appoint (or dismiss, in which case she shall report such dismissal to the Council) such assistants as may be required for her work. She shall have the assistance of the Bursar or Financial Secretary for the financial side of her duties. She shall make an annual report to the Council.

Duties of the
Director.

- (vii) *Subject to the direction of the Council* the Headmistress of the Practising School shall control its administration, teaching and discipline in accordance with the instructions given to her by the Principal, and shall be responsible for the health and well-being of the children.

Duties of the
Headmistress
of the Practising
School.

- (viii) The Principal, the Director and the Headmistress shall submit the "Prospectus" of their respective Institutions to the Council for approval, and no other prospectus shall be issued until it has been thus approved.
- (ix) The number of assistants in each of the three Institutions shall be determined by the Council in accordance with the requirements submitted by the respective Heads.

Prospectus,

Assistant
Teachers.

V.

- (i) The scale of Fees charged, in all particulars respectively for a student of the Training College, a pupil at the Practising School, and members of the P.U.S. shall be determined by the Council.
- (ii) The salaries of the Heads and Assistants in all the Institutions shall be determined by the Council.
- (iii) The wages of the domestic staff, indoor and outdoor, shall be arranged by the Principal, subject to the approval of the Council.

Fees.

Care of
Premises.

- (iv) The Principal is responsible for the care and maintenance of all the buildings and premises under the control of the Council. She shall order at her own discretion such minor repairs, re-decoration and equipment as are required for the proper maintenance and welfare of the community. For any larger repair, or re-decoration or for any extension of the buildings which may seem requisite, she shall apply to the Council for authorisation.

Revision of
Regulations.

- (v) These Regulations may be revised, repealed or added to at any time by the Council.

